

FILED

RETURN TO

RECORDS SERVICES DIVISION  
GENERAL SERVICES OFFICE

*Rec mgt 5-1-3*

Chief, Records Center Branch  
Chief, Records Services Division  
Construction of Records Center

1. Attached is a copy of the staff study pertaining to the construction of the CIA Records Center. In accordance with my conversation with you on 27 January, this staff study is now in process of review by the individual members of the Project Review Committee. Preliminary advice from the Acting DD/A indicates that unless some serious objection is raised by one of the members of the Project Review Committee, the staff study may be approved by the Deputy Director of CIA without the necessity of a formal meeting. Every indication is that the PRC will approve the proposal and that action leading toward actual construction will proceed very rapidly. As a matter of fact, the Acting DD/A has indicated his desire to see the new Center completed as near to 1 July 1954 as is possible.

2. Under the circumstances outlined above, it therefore seems necessary for us to get busy with detailed plans leading towards occupancy of the new Center as described above. In a meeting with Messrs. [REDACTED] on 27 January, a number of items in connection with the new Records Center were discussed. I outlined these to you briefly yesterday. However, in order that we all can understand our respective responsibilities in connection with this project, I would like to outline them as follows:

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a. Supplemental Distribution:

It appears to be advisable to handle Supplemental Distribution from a Headquarters location. Therefore, the principal activity, as now carried out in the Records Center pertaining to this function, will remain in Washington. Space will be provided in T-32 or some other suitable building for material that will remain here.

You should proceed to estimate the amount of space that will be needed for the Supplemental Distribution material that will remain in Washington, and the number of people that will be required to service it.

b. Survey of Personnel for the Records Center:

Although we do not have approval at this time of the staff study, we can proceed with preliminary plans to determine which personnel are interested in going to [REDACTED]. I suggest, therefore, that you prepare a rough draft communication which we can distribute to the personnel in the Records Center and perhaps elsewhere in the Division to determine their interest.

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c. Establishment of a Communications System:

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There is now a Teletype communications system between headquarters and [REDACTED]. We will develop a procedure with the Office of Communications whereby these existing facilities can be utilized to transmit and receive requests for records. Please begin to develop the procedure along this line. When you are ready to discuss it, we will make arrangements with Commo. to work out the technical details.

d. Transportation of Records:

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Provision will have to be made with the Commanding Officer at [REDACTED] for the collection of inactive records to be transferred to the Records Center. [REDACTED] now has daily messenger service to headquarters. It is limited, however, with respect to the volume of material, and consequently will have to be enlarged. When you are ready to discuss this item, let me know and I will arrange a meeting with [REDACTED]

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e. Supplies and Equipment:

Determine the supplies and equipment that we will need for the new Records Center on the basis of approximately 25,000 sq. ft. of space. This should include enough shelving to fill the Center.

f. Special Facilities for the Center:

In process of discussing detailed plans and specifications with the Real Estate and Construction Division, we should be sure that the new Records Center will include an incinerator for the disposal of records and some type of a vault area for Vital Materials.

g. Operating Procedures for the Records Center:

It is not too early now to begin preparation of operating procedures for the Records Center. These should be prepared as a handbook.

h. Security Regulations:

There is attached a copy of special security regulations developed for the Printing and Reproduction Division. They will indicate to you, in a general way, some of the things that should be covered in a manual which we should prepare for our use. After a draft is prepared, it should be coordinated with Mr. [REDACTED]

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*[Signature]* 1/29/54

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Attachments

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Sanitized - Approved For Release : CIA-RDP70-00211R000100210046-6

*[REDACTED] had already sent the material.*

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments not included